User Guide for Online Permit Application & Emission Statement Submittals Using RADIUS 4.0

New Jersey Department of Environmental Protection
Air Quality Permitting Program

last updated: November 2012

Table of Contents

What's new in RADIUS 4.0?

Changes to RADIUS

RADIUS has been modified to allow for online submittal of RADIUS emission statements and permit applications via DEP Online. Certification and payment of fees associated with the submittals can also be done online via this system.★ For major source (Title V) facilities, the system has been made compatible with EPA's Cross-Media Electronic Reporting Regulation (CROMERR), which governs federally delegated programs and requires certain standards in methods of data collection and identity-proofing measures. *(For more information on CROMERR, please visit EPA's CROMERR website at:* http://www.epa.gov/cromerr/index.html*.)*

Most of the modifications that have been made to the RADIUS application to incorporate these changes are in the creation of Submittal files (i.e., files created using the *Submit* command in the *File* menu of RADIUS – not to be confused with the *File > Export* command). Submittal files have been modified for transmission through the online system, and contain an embedded PDF file of the information in the application, which is visible in DEP Online during and after the submittal process. When a RADIUS application is large, generation of this PDF file within the RADIUS application may take a while. During this process, you will see a screen like the one depicted below. In addition, since certification is now carried out in DEP Online, it is no longer done in RADIUS using PIN codes, as in previous versions of the application.
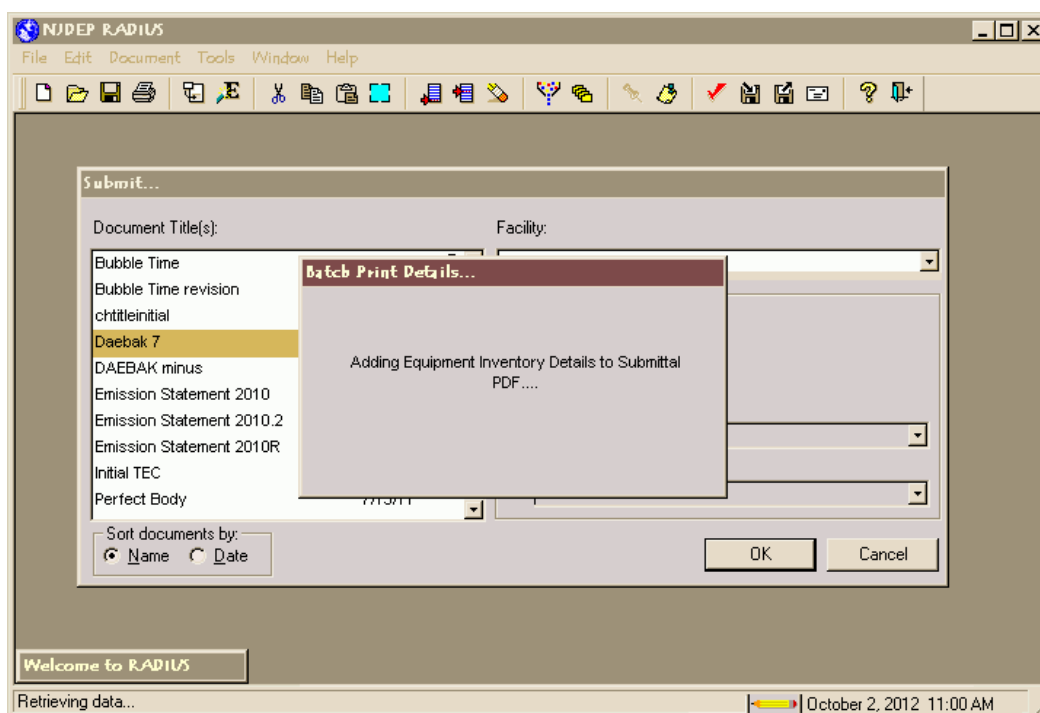
PDF generation within RADIUS

★ Online payment is not available for emission statements or for Title V operating permit modification or renewal applications. Some permit application types do not have fees.

In addition to these changes, the ability to add attachments directly to a RADIUS file has been removed, and the administrative check for permits has been mostly disabled. Attachment upload is available as a step in the online submittal process. The administrative check for permit applications now checks only for entry of required contact types of Responsible Official, Air Permit Information Contact, and Fees/Billing Contact. This functionality may be updated as a full administrative completeness review in a future release of RADIUS, but it does not currently serve this purpose.

Submittal vs. Export

Because of the changes made to the Submittal file, an important distinction now exists between how Export and Submittal files should be used:

- For submittal of **permit applications** by **postal mail** to DEP, **Export** files should be used and accompanied by a paper certification.
- For **online submittal** of **permit applications** (via DEP Online), **Submittal** files must be used. The online system will not accept RADIUS Export files.
- For submission of **emission statements** either online or by postal mail, **Submittal** files must be used. (Files sent in by postal mail must also be accompanied by paper certification.)
- To transfer files from one computer to another, or to preserve files outside of RADIUS to import into a clean installation of RADIUS, **Export** files should be used. RADIUS will not be able to import a file created using the **Submittal** feature.

These changes are summarized in the following table.

Use of Export Files and Submittal Files

Export Files	• transfer of data from one computer to another • permit application by mail with paper certification
Submittal Files	• all emission statement submittals (paper & online) • online permit applications

To download the installation file for RADIUS 4.0, please visit DEP's RADIUS website at: http://nj.gov/dep/aqpp/radius.html.

How do I certify?

Paper or Online Submittal

Certification is no longer handled within the RADIUS application itself. If an emission statement or permit application is going to be submitted by postal mail, a paper certification is required. The form for this certification is available online on the Air Quality Permitting Program (AQPP)'s "Air Applications and Forms" page at: http://nj.gov/dep/aqpp/applying.html.

If the RADIUS file is submitted through DEP Online, certification is done in the online system the same way it is done for other DEP Online applications, such as General Permits. The main difference here is that for major source (Title V) facilities, in order to comply with CROMERR, submittal of a Radius Certification Authorization form to DEP is required before a user can access the certification page of an online RADIUS submittal.

Radius Certification Authorization Form

The RADIUS Certification Authorization Form is only required for individuals at major source (Title V) facilities who wish to submit RADIUS files online. It is not required for minor source online submittals, or for major or minor source submittals sent via postal mail, since those are not subject to CROMERR.

Prior to submission of this form, users must have an account in DEP Online. A user with a DEP Online account can begin a RADIUS submittal prior to the Certification Authorization Form being processed, but if the submittal is for a major source facility, the certification page will not be accessible to the user until the form is submitted to and processed by DEP.

This form can also be downloaded from the AQPP forms website at: http://nj.gov/dep/aqpp/applying.html.

How do I set up DEP Online?

Setting up the RADIUS File Submittal Service in DEP Online

In order to submit anything in DEP Online, you first need to set up an account. If you do not have one already, please visit http://www.njdeponline.com/ and follow the instructions available on the page to register and create your account.

Since the RADIUS File Submittal Service is a new feature of DEP Online, you will have to add it to your My Workspace page, even if you already have a DEP Online account. To do this, after logging in and proceeding to My Workspace, scroll to the "Service Selection" section of the page and click on the "Configure Services" button as shown to the right.
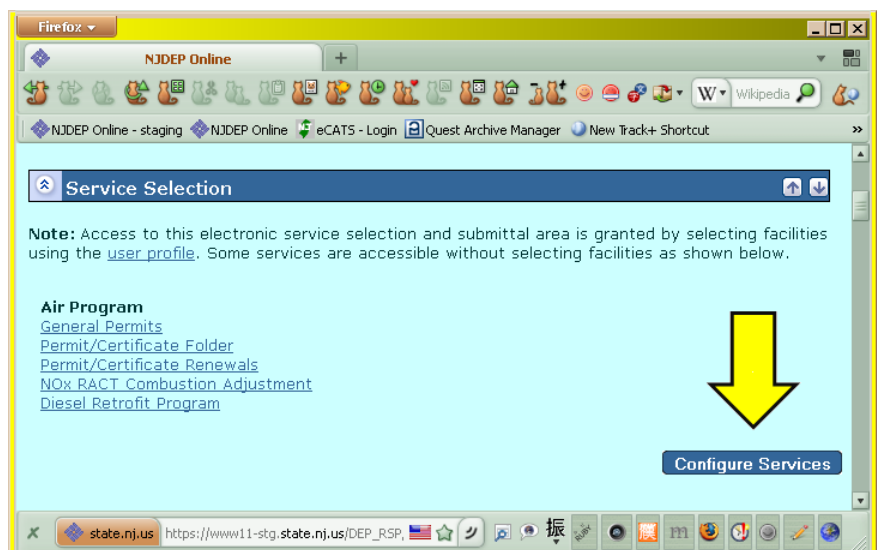
Check the box next to RADIUS File Submission (underneath the Air Program heading), and then click on the OK button at the bottom of the screen.
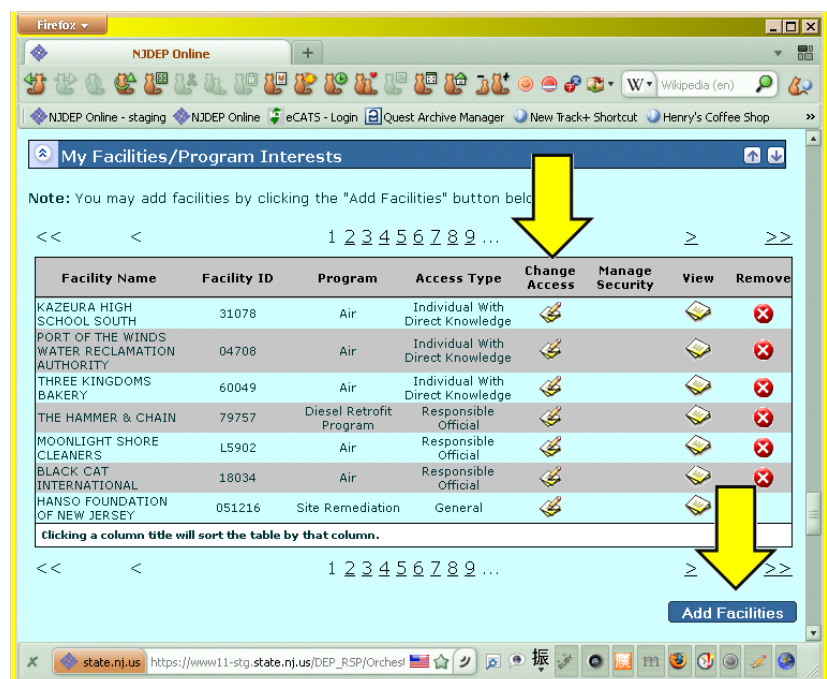
"RADIUS File Submission" will now appear under the Air Program section of your My Workspace page, and you are able to begin a submittal.

Facility Setup

Before you begin a submittal, you should check to ensure that your facility is listed in the My Facilities/Program Interests section of your My Workspace page, and that you have the appropriate access level (i.e., *Individual With Direct Knowledge* or *Responsible Official*). If the facility is not present, you can add it by clicking on the "Add Facility" button at the lower right of the grid. If your access level needs to be changed (e.g., from Individual With Direct Knowledge to Responsible Official), click on the icon in the Change Access column of that facility's row, and follow the instructions on the subsequent screens.

Once both of these things have been completed, you are ready to begin the actual submittal process.

How do I submit?

Step-by-Step Guide to the Submittal Process

Begin the Submittal: When you are ready to submit a RADIUS 4.0 permit application or emission statement file and you have configured your DEP Online Workspace page as described above, begin the RADIUS file submittal service by clicking on the "RADIUS File Submission" link under the Air Program heading of the Service Selection section of the My Workspace page.

Facility Selection: The first step of the submittal process is the Facility Selection screen. Choose the facility associated with the submittal by clicking on the icon in the "Access Facility" column of the row of the corresponding facility. This should be the same facility that is entered in the Facility Profile section of the RADIUS application.

Facility Selection screen

RADIUS File Upload: The next screen that appears is the RADIUS File Upload screen. On this screen, you will enter some information about the RADIUS file that you are uploading, and upload the file. There are three drop-down boxes under the heading "Submission Information."

RADIUS File Upload Screen

The first drop-down is to indicate the type of submittal (*Emission Statement*, *Preconstruction Permit Application*, or *Operating Permit Application*). The second and third drop-down only apply to permit applications, and will be disabled ("greyed out") if you select Emission Statement in the first box. The second box is to indicate whether the application is a new submittal, or a revision to a previously submitted file (i.e., revised application).

☞ *NOTE: Do not confuse a revised application with an application to revise or modify a permit.*

The third box only applies if the application is a revision to a previously submitted application, and asks if the RADIUS file was modified or not since the last submittal. A case in which the RADIUS file itself is not modified but the application is being revised would occur when there is a modification to an important attachment, which is uploaded later on in the process. Even in cases in which the RADIUS file was not modified, the original RADIUS file must still be uploaded on this screen in order to continue to the next screen.

After these selections have been made, use the "Browse…" button to locate the RADIUS file prior to clicking on the Continue button. If the file is the correct format and the facility information and submittal type match your selections, a confirmation screen will appear like the one shown below this

paragraph. If there is a problem, a screen will appear with an error message indicating what is wrong. Some common errors that you may encounter are described further below.

Successful Upload

Some Example Error Messages

ERROR	
The submittal type contained in the RADIUS file does not match the submittal type selected on the previous screen. The submittal type in the RADIUS file is: Preconstruction Permit The submittal type you selected is: Emission Statement Please click on the Return button to return to the RADIUS File Upload page.	*The submittal type selected under "Submission Information" (Emission Statement, Preconstruction Permit, or Operating Permit) does not match that of the RADIUS file you have uploaded.*
ERROR	
The Facility ID contained in the RADIUS file does not match the Facility ID selected on the Facility Selection screen. The Facility ID in the RADIUS file is: 18034 The Facility ID selected earlier is: 50512 Please click on the Return button to return to the RADIUS File Upload page.	*The Facility ID that you selected on the Facility Selection screen does not match the Facility ID entered in the Facility Profile section of the RADIUS file.*
ERROR	
The file you attempted to upload is not the correct format. Make sure you are using the most recent release of RADIUS (version 4.0 or higher), and that you used "File > Submit" to generate the file.	*You have attempted to upload a file that is not a RADIUS 4.0 file. This will appear if you try uploading a Submit file generated using RADIUS v. 3.5 or earlier, in addition to files of other types.*
ERROR	
The file you attempted to upload is not the correct format. Make sure you are using the most recent release of RADIUS (version 4.0 or higher), and that you used "File > Submit" to generate the file. For assistance, please contact the NJDEP at portalcomments@dep.state.nj.us. To return to the Upload RADIUS File page, please click the Return button below.	*You have attempted to upload a file created using the Export feature of RADIUS 4.0 (rather than the Submit feature). <OR> You have renamed an emission statement Submit file before uploading and the system does not recognize it.*
ERROR	
The RADIUS version used to generate the file is no longer accepted. Please use RADIUS Version 4.0.09 to generate the RADIUS file. For assistance, please contact the NJDEP at portalcomments@dep.state.nj.us. RADIUS Version: Version 4.0.05 To return to the Upload RADIUS File page, please click the Return button below.	*You have attempted to upload a file with an older version of RADIUS than the currently accepted version. Check the RADIUS website to see what the most recent version is.*

Note about revised emission statement submittals: When an emission statement is submitted, the system extracts the Emission Reporting Year from the RADIUS file in order to determine where to file the submittal in DEP's database. When importing an emission statement for a year in which a submittal already exists, you will receive a notification on the Upload Confirmation screen indicating that an emission statement submittal already exists for the reporting year in the file, and asking if you want to import the file as a revision to the existing emission statement submittal.

Revised Emission Statement Confirmation

In such a case, you should click "Yes" to upload the file as a revision to the existing emission statement, or "No" to cancel the upload. Clicking "No" will bring you back to the previous screen where you can upload a different file.

Select Activity *(for Revised Applications only)*:

> ☞ *NOTE: This section of this document only applies to users submitting revised permit applications. For other submittal types, the user will not see this screen, but will immediately proceed to the Upload Attachments screen instead.*

If your submittal is a revision to a previously submitted permit application, the next screen you will see after the Upload Confirmation screen is the "Select Activity" screen, on which you choose the previously submitted application (called an "Activity") with which to associate the revised application. On this screen is a dropdown from which you can choose the appropriate application from a list of eligible items. Note that the list will only contain applications of the same type as that of the

document you uploaded (e.g., *Construction of New Source*, *Permit Revision*, etc.), and it will only include applications which have gone through the screening process at NJDEP. In practical terms, this means that you will generally need to wait about one business day after submitting a new application in order to submit a revision to that same application.
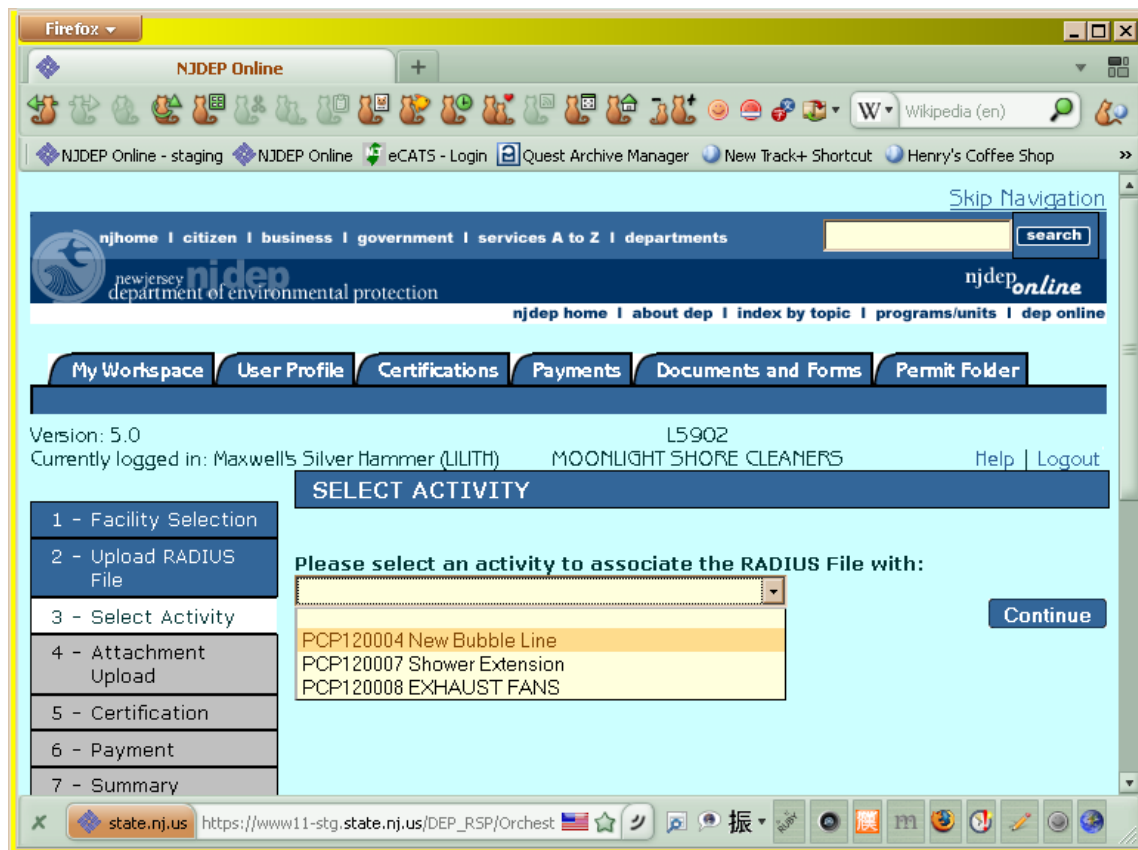
Select Activity screen

Select the application you are revising from the list, and then click on the "Continue" button to proceed. The name appearing next to the Activity ID in the list is the name that was given by the applicant to the original RADIUS application found in that activity.

Attachment Upload: Any attachments that are to be included as part of the application should be uploaded on the Attachment Upload screen. To upload a file on this screen, enter the name of the attachment (required) and a description (optional), and use the "Browse…" button to locate the file on your computer. Do this for each file, and then press the "Upload" button to upload the files. When the files have uploaded, they will appear in the section at the bottom of the screen with the heading "Uploaded Attachments," as shown in the screenshot on the next page.

☞ *NOTE: Be sure to click on the "Upload" button to upload the attachments prior to clicking on the "Continue" button. If you do not do so, the attachments will not be included in your submittal.*

You can upload a maximum of 10 files with a total combined file size of 5 MB.

A successfully uploaded attachment appears in the Uploaded Attachments section.

Note that if you previously selected to submit a revision to an application in which there is no change to the RADIUS file, at least one attachment is required and you will not be able to proceed past this screen until you have uploaded at least one file. For all other submittal types, attachments are optional.

Certification: The RADIUS application must be certified by both *Individual With Direct Knowledge ("IWDK")* and *Responsible Official ("RO")* before it can be submitted to DEP. In many cases, the IWDK and RO will both be the same person.★ The level of access you have for the facility determines which certifications you are able to complete. On the certification page, this is indicated by a blue ribbon icon in the column labeled "Certify Electronically," as shown in the following image.

★ What constitutes a Responsible Official is defined by regulations in N.J.A.C. 7:27-1.4. Please consult the regulations (available online at http://www.nj.gov/dep/rules/nj_env_law.html) if you are unsure who is qualified to act as Responsible Official.

Click on the blue ribbon to complete the corresponding certification.

Certification for RADIUS submittals works exactly like certification for other DEP Online air services (such as General Permits), so this screen may look familiar if you have prepared those types of submittals before. Click on the blue ribbon and enter your PIN on the following screen to certify the submittal.

If an individual other than the person who prepared the application needs to certify the submittal, he or she can reach the certification page by clicking on the blue "Certifications" tab at the top of the screen after logging in to DEP Online. This person can also view a PDF file containing the information in the submittal prior to certifying. This is done from the page on which the certification PIN is entered. After clicking on the blue ribbon on the screen shown above, the user would then click on the icon in the View column (shown in the image to the right) to open a page with a link to a PDF document of the information being submitted.

More detailed information on certifying DEP Online submittals can be found on AQPP's Online Permitting Help page at: http://nj.gov/dep/aqpp/onlinehelp.html.

After both certifications are complete, the Continue button will be enabled (and thus appear blue rather than gray). **You must click on this to complete the submittal.**

Note that if you are submitting a permit application or emission statement for a Title V facility and did not submit the RADIUS Certification Authorization form described towards the beginning of this document, you will not yet be able to certify, and a screen like that to the right will appear instead of the certification screen.
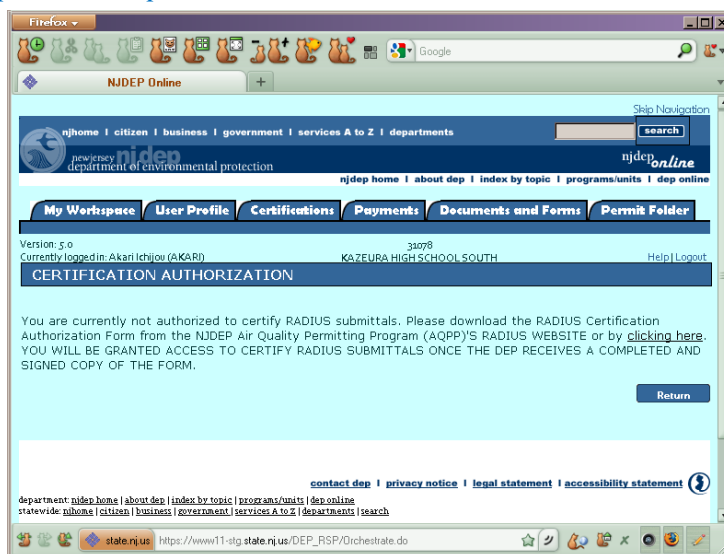
Payment (for qualifying permit applications):

☞ *NOTE: This section of this document only applies to permit applications that have online payment available. A payment screen will not appear for emission statement submittals, applications without fees, or permit applications with complex fee calculations that cannot be made by the online system.*

The following table indicates which submittal types can be paid online. For those types that can be paid online, a payment screen will appear immediately after the certification page.

Submittal Type	Online Payment	Fee Type
Operating Permit Applications:		
Initial Operating Permit	YES	equipment-based fee
5-Year Renewal	NO	manual calculation & assessment
Modification (Minor or Significant)	NO	manual calculation & assessment
Administrative Amendment	(N/A - no fee)	
7-Day Notice Change	(N/A - no fee)	
Environmental Improvement Pilot Test (Initial)	YES	flat fee
Environmental Improvement Pilot Test (Renewal)	YES	flat fee
Preconstruction Permit Applications:		
Construction of New Source	YES	equipment-based fee
Permit Revision	YES	equipment-based fee
Amendment	YES	flat fee
Compliance Plan Change	YES	flat fee
7-Day Notice Change	YES	flat fee
Environmental Improvement Pilot Test (Initial)	YES	flat fee
Environmental Improvement Pilot Test (Renewal)	YES	flat fee
Emission Statements:		
Electronic Emission Statement Submittal	NO	

Bills will be generated manually by DEP staff for operating permit modifications, operating permit 5-year renewals, and emission statements. A payment screen will not appear for these submittal types, and you will instead proceed directly to the Submission Confirmation page described in the next section of this document.

For the permit application types payable online, a Payment Summary screen will appear, indicating the cost of the application. In the case of a revised application, the system will deduct any amount already paid from the total amount due. Payment can be made immediately via credit card★ or e-check, or a bill can be generated and sent to a specified billing party.

Payment Summary screen

After entering the associated payment information on the ensuing screens, a payment confirmation page should appear indicating that the payment was successful. At this point, the submission is complete. You can click on the Continue button at the bottom right of this screen to view the Submission Confirmation page, which is described in the next section of the document. Note that the submission will still complete properly if you do not do this, and you can always access the

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★ Credit card payment is not available for applications if the cost exceeds $5,000.00. Either the e-check or Bill Me option must be used in these cases.

Submission Confirmation page later on from your My Workspace page. This is explained further in the next section of the document.

Payment Confirmation screen

Submission Confirmation: The Submission Confirmation page will appear upon clicking the Continue button on either the Certification screen (for submittals that do not include online payment) or the Payment Confirmation screen. The Submission Confirmation screen contains some general information about the submittal, as well as a link to a PDF document that contains all of the information included in and submitted with the RADIUS file.

This screen can also be accessed from the My Workspace screen any time after uploading the RADIUS file. This can be done by clicking on the icon in the "Summary" of the corresponding row under either "My Services – In Progress" (if the submittal is not yet complete) or "My Services – Submitted" (if the submittal process has been completed).

Submission Confirmation screen

The Submission Confirmation screen can also be accessed from My Workspace.

Note that the PDF icon in the "My Services – Submitted" section is not a direct link to the PDF file containing the RADIUS submittal information, but rather a PDF version of the Submission Confirmation screen. The file does contain a link to the PDF file of the RADIUS information, however.
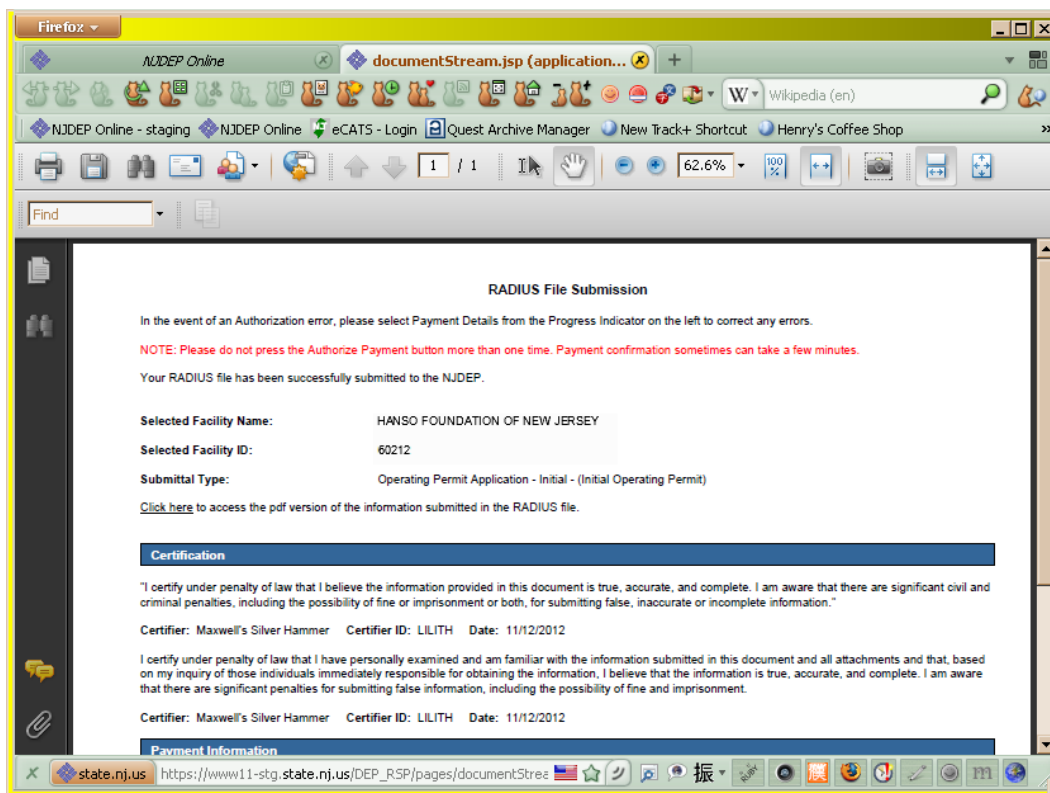
Submittal PDF opened from "My Services – Submitted"

Where can I get help?

Useful Links:

RADIUS homepage: http://nj.gov/dep/aqpp/radius.html
DEP Online homepage: http://www.njdeponline.com
AQPP Online Permitting Help page: http://nj.gov/dep/aqpp/onlinehelp.html

For Further Assistance:

For technical issues with DEP Online, please send an e-mail to Portal.Comments@dep.state.nj.us with as much detail about the issue as possible. Please include the Service ID number in the message.

For technical issues with RADIUS software, please call the RADIUS Help Desk at (609) 633-7259.

For permitting questions or assistance with how to prepare a permit application, please call the Permitting Main Line at (609) 633-2829

For help with emission statement submittals, please call the emission statements Help Desk at (609) 984-5483.